



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PERSONNEL PROGRAM MANAGER

Job Number: 20001742

Job Code: 93660V111216

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 01/16/1995

Job Revised: 12/16/2011

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a branch manager within the Personnel Cabinet in such areas as: personnel administration, payroll, classification and compensation, applicant recruitment and qualification review, performance management, organizational management, employee recognition and other programs administered by the cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of professional experience in Kentucky state government merit system personnel and/or payroll administration.

Substitute EDUCATION for EXPERIENCE:

A Master's degree in personnel management, public administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in personnel management administration involving the preparation, review and/or processing of personnel and/or payroll documents will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and supervises employees engaged in personnel management functions within the Personnel Cabinet. Assures accurate and timely review and processing of actions through the state human resources system (KHRIS). Resolves specific problems affecting compensation, pay, classification, and organizational management issues. Analyze payroll transactions and reports to assure results and/or identify errors. Responds to inquiries regarding payroll,, administration, preparation, and information distribution. Works with and provides advice to agency heads, program managers, human resource administrators, employees and applicants in providing complex and specialized personnel management services. Performs detailed research and drafts reports on various issues in personnel management. Provides counseling services for applicants and for employees seeking to obtain placement on both competitive and internal mobility registers. Works with employees in special situations to resolve unique problems. Reviews personnel documents and makes independent determinations as to statutory and regulatory compliance. Designs and initiates salary surveys. Approves drafts of class specifications. Meets with agency representatives to review requests for reorganizations. Meets with agency heads and subject matter experts to obtain information on class duties and responsibilities. Trains new employees. Drafts correspondence and reports for cabinet management personnel. Plans, develops, and conducts training activities for HR administrators and others. May serve as a team or project leader. Attends training seminars to keep abreast of changes in the personnel management field.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and involves frequent contact by telephone or in-person with agency administrators, state employees and applicants. Incumbents must travel occasionally when working with state agency requests or providing training. Incumbents will make presentations before employee groups.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.